



Town of Garner 2015 Independence Day Celebration Vendor Rules & Regulations (REVISED December 2014)

Please read through the following regulations carefully before applying. The first three regulations listed are in reference to items that must accompany your application. The application will be found on page 4 of this document.

The Town of Garner seeks vendors to enhance the Independence Day Celebration. Priority will be given to vendors who provide the greatest benefit to the event. Vending or other distribution of goods, services or information is prohibited on the Celebration grounds or parking lots except in the vending area, defined by the Parks, Recreation and Cultural Resources Department (PRCR). All vendors must have prior approved applications from both the **Town of Garner and Wake County Environmental Services** and are subject to the rules outlined below. PRCR reserves the right to act in a manner that promotes the overall event.

Category 1 Items: Entrée Items	Category 2 Items: Other Vendor Prepared Food	Category 3 Items: Other Commercially Prepared Items	Category 4 Items: Non Food Items
Hot Dogs	Fresh Popped Popcorn	Chips	July 4 th themed items
Corn Dogs	Roasted Corn	Candy	Glow Necklaces
Hamburgers	French Fries	Sodas	Glow Bracelets
Pizza	Nachos	Water	
Chicken Sandwiches	Fried Candy Bars	Etc.	Only Category 1 sellers may sell these items
BBQ	Cotton Candy		
Turkey Legs	Snow Cones		
Other Approved Entrée Items	Watermelon		

- Vendors must be **nonprofit organizations** and will be accepted based on the benefit they provide to the event with a maximum of 15 spaces and priority given to vendors selling items out of Category 1. **A 501(c) (3) Letter of Determination is required and a copy must accompany your complete application.**

What is an IRS Determination Letter?

A determination letter is the most important legal document your organization possesses. The IRS sends you this letter after you have successfully applied for the recognition of your organization's tax-exempt status. In this document the IRS indicates under which section of the Internal Revenue Code your organization is qualified. For instance, if you file Form 1023, you expect to be recognized as a 501(c) (3) tax-exempt organization. In order to avoid revocation of your status, your organization must continue operating according to the manner you described in your application. The determination letter is the only official document and proof that your organization is recognized as a tax-exempt organization.

- All vendors need to complete a Temporary Food Vendor application for Wake County Environmental Services. This application is normally accompanied by a fee, but non-profit organizations may apply for and receive an exemption. The forms may be found at <http://www.wakegov.com/food/festivals/Pages/default.aspx>. **We ask that all vendors applying to sell food at our July 3 event visit this website as quickly as possible to determine eligibility and send in proof of acceptance along with your application.**

3. **All groups are required to furnish a certificate of general liability insurance with the Town of Garner named as additionally insured for the group's activities at the Independence Day Celebration which must accompany their application.** Insurance must include coverage for food preparation, handling, and sales, and it must have minimum limits of \$300,000 per occurrence and \$600,000 aggregate.
4. Only Category 1 vendors may sell Category 4 items. No vendor may sell only Category 3 items.
5. A vendor is defined as anyone selling any item, publicizing, or distributing information or merchandise. Information only booths will not be permitted.
6. Vendor applications and all items proposed for sale must be approved by PRCR. No more than two vendors will be allowed to sell the same Category 1 item. All items to be sold including candy, chips, souvenirs must be listed on applications. Only items listed on the application will be permitted to be sold during the event. It is suggested that vendors not purchase food or souvenir items until approved.
7. No organizational materials are to be distributed during the festival. If visitors request information about your club or organization, a sign up mailing list may be utilized. Organizational or message labels may not be added to food items. In turn, raffles may not be organized or run from your tent by your group.
8. Celebration hours are 5:00 p.m. until 10:00 p.m. Vendors will be able to set up booths after 1:30 p.m. and prior to 4:00 p.m. on July 3 **and will be assigned a load in time.** Vehicles will be allowed at the booths to unload supplies until 4:00 p.m. at which point they will have to move. **No vehicles will be allowed to load in after 4:00 p.m.** No vehicles will be allowed to remain parked beside or under any canopy. Reserved parking will be in the parking lot closest to the booths, and **space will be limited to two vehicles per vendor.** Other vehicles will have to park in general parking.
9. Spaces will be marked off and labeled. Vendors will not be able to start selling food until 4:30 p.m.
10. During the fireworks show, vendors must turn off any tent lights for viewing purposes (approximately 8:30 p.m.). **For the safety of patrons, vendors may not drive in to their canopy or begin packing up until the fireworks show is completed.**
11. Vendors must be closed and out of the park by 11:30 p.m. We ask that vendors leave "no footprint" and that their space is left clean and orderly at the end of the event.
12. Generators will be allowed, but must be turned off prior to the start of the Symphony concert. The Town reserves the right to ask vendors to turn the generators off earlier.
13. According to Town Code, open flame may not be used under any canopy. Gas/propane lanterns may not be used under any canopy. Gas grills, charcoal grills, and lanterns will be permitted outside tents or canopies. Grills may be used as long as they do not create excessive smoke that interferes with neighboring vendors. Battery-operated lamps may be used under the canopy.
14. All vendors must have a properly rated fire extinguisher on site (Class K). Any vendors using fryers must be prepared to cover fryers during inclement weather.
15. Chuck wagons or self-contained vending units may be used provided that they are approved in advance. Approved chuck wagons may require modifications. Vendors desiring to use a chuck wagon should submit recent pictures of all sides of the chuck wagon. The dimensions of the unit should be included with the Vendor Application.
16. A canopy is defined as a covering supported by a frame with a minimum of four legs. Examples of approved canopies include EZ-Up Tent and Quick Shade. Each vendor must have an approved canopy to vend under during the event. The canopy or booth area may not be connected to any vehicle in the parking area. In addition, vendors must provide their own furnishings (tables, chairs, etc).
17. **One organization banner, not to exceed 30 square feet may be used during the event.** The banner must clearly identify the organization. One menu board per 10 feet of counter service space may be used. The menu board must not exceed 16 square feet. The menu board may only list the organization's name and items for sale. ***Banners and menu boards must be hung inside the booth space and not on the tent roof.***
18. Items may only be sold from the booth; vendors will not be allowed to circulate through the crowd to sell. Vendors are also prohibited from aggressive sales techniques including but not limited to flashing lights, audio or "barking"

as participants pass the booths, or standing on top of booths, vehicles, or platforms. Be courteous to other vendors. Items must be sold at retail value.

19. All Wake County Health Department rules must be followed. Vendors are strongly encouraged to contact the Health Department for their requirements. (Phone Number 919-856-7400) All vendors must be able to verify their nonprofit status for the Wake County Health Department.
20. Groups will be responsible for their own sanitary and food handling supplies. Those vendors requiring water for food preparation throughout the event must provide their own water. Onsite water is available near the large shelter. Vendors may not go through the crowd to gather water.
21. Vendors must supply their own ice for the event. The Town of Garner will not be able to assist in supplying or supplementing ice.
22. It is the responsibility of the primary contact listed on the Vendor Application to orient their staff, volunteers and subcontractors to these rules. Violations of the Vendor Rules may jeopardize the group's ability to vend at future Parks, Recreation and Cultural resources events. Repeated violations of the rules and failure to follow the reasonable instructions of the staff may result in immediate closing of your booth and ejection from the event and park.

Please mail your completed vendor application, TFE acceptance and insurance certificate to:

jmcallister@garnernc.gov

OR

Garner Parks, Recreation & Cultural Resources
Attn: Jill McAllister
900 7th Avenue
Garner, NC 27529

For more information or for questions regarding your application please contact Jill McAllister at (919) 661-4602 or jmcallister@garnernc.gov.

PLEASE SEE PAGE 4 FOR APPLICATION



Town of Garner Parks, Recreation & Cultural Resources

2015 Independence Day Celebration Vendor Application

Group Name: _____

Group Representative: _____

Mailing Address: _____

City: _____ Zip Code: _____

Phone: (Home) _____ (Work) _____ (Cell) _____

Email Address: _____ Size of Space Requested: _____

Description of tent to be used: _____

Vendors will be able to set up booths at assigned load in times between 1:30 p.m. and 4:00 p.m. on July 3. Food sales may begin at 4:30 p.m. Vendors will receive assigned load in times by June 15, 2015.

Applications are due no later than Thursday, April 30. Acceptance letters will be sent on or by May 8.

Category 1 Items: Entrée Items	Category 2 Items: Other Vendor Food Prepared Onsite	Category 3 Items: Other Commercially Prepared Items	Category 4 Items: Non Food Items

INDEMNIFICATION: To the maximum extent allowed by law, the Vendor shall indemnify and save harmless the Town and its officers, officials, agents and employees from and against all claims, judgments, cost, expenses, including reasonable attorney's fees, which arise in any manner from or as a result of performance of this vendor agreement by, or the acts or omissions of, the Vendor or the Vendor's officers, officials, agents or employees. I have read and agree to follow the Vendor Rules and Regulations established by the Town of Garner.

Have You Included: ☐ 501C3 Determination Letter ☐ Proof of Insurance ☐ TFE acceptance/exemption

I understand and agree to the conditions outlined above.

Signature: _____ Date: _____

For Office Use Only			
Date Received: _____	Approved As Submitted _____	Not Approved _____	
Time Received: _____	Approved with Modifications _____	Notified _____	
Certificate of Insurance: Y or N	501 C3 Letter: Y or N	TFE Letter: Y or N	Notified _____